



**U.S. EMBASSY
BRIDGETOWN, BARBADOS
VACANCY ANNOUNCEMENT 14-020**



DATE: July 14, 2014

POSITION: **Monitoring and Evaluation Specialist, USAID, FSN-10**

TO: All Interested Candidates

FROM: William K. Elderbaum, USAID Regional Executive Officer

OPENING DATE: July 14, 2014

CLOSING DATE: July 25, 2014

WORK HOURS: Full time / 40 Hours per week

STARTING SALARY: BDS\$110,825 FSN Grade 10 Equivalent
(Offer will depend on salary history)

The USAID Mission to Barbados and Eastern Caribbean is seeking an individual for the position of Monitoring and Evaluation Specialist. This position is open to eligible nationals under the CARICOM Single Market and Economy (CSME) Free Movement of University Graduates who possess the relevant skills certificate from their home state.

BASIC FUNCTIONS OF POSITION

The Monitoring and Evaluation Specialist (MES) is a FSN Program Specialist housed in the Program Office in USAID/Barbados and Eastern Caribbean (BEC). The MES's main role is to provide expert advice, guidance, and leadership toward the implementation of performance management at USAID/BEC. He/she will build the monitoring and evaluation (M&E) and learning capabilities of the Mission by advising on the set-up of essential M&E systems. Key to his/her role will be supporting the coordination of USAID/BEC's program monitoring, evaluation, assessment, and reporting activities, and strategically linking M&E findings to continuous learning and decision-making. The MES plays an important quality assurance role, advising technical teams in all sectors on Agency and Mission policies, procedures, and guidelines related to performance management, as well as advising on new systems which foster learning.

USAID/BEC has defined a five-year Regional Development Cooperation Strategy (RDCS) to guide its work in the region. The approximately \$26 million annual program budget covers a complex, multi-country geographical footprint and programmatic scope, including independent states of the Eastern and Southern Caribbean, and is carefully focused, prioritized and aligned with USG and Caribbean

government priorities for the region. Key to the success of the RDCS will be evidenced-based approaches, the management of high-level evaluation questions, robust performance indicators that reflect appropriate targets, well-planned baselines and sound data collection and analysis approaches, centered on the Mission's three Development Assistance Objectives including Citizen Security, Global Climate Change (GCC) and the President's Emergency Plan for AIDS Relief (PEPFAR). The MES will serve as an advisor in the RDCS implementation by facilitating coherence of vision and focus among the technical teams, and linking evidence and results to strategy.

The Monitoring and Evaluation Specialist will provide expertise and technical assistance focusing USAID program outcomes and impact and integrating that information into USAID/BEC's monitoring and evaluation systems, programming decisions, and collaboration with partners. He/she contributes to the Mission's intellectual leadership by helping to coordinate and implement USAID/BEC's capacity in the following areas: Performance Monitoring and Evaluation, Documentation and Reporting, and Program Coordination. The MES will lead the Mission's core monitoring structure and will serve as the Evaluation Point of Contact (EPOC) and Program Monitoring Point of Contact (PMPOC).

In a complex and rapidly evolving country context, the M&E Specialist's responsibilities include regular contact and collaboration with governmental and nongovernmental development professionals across the Eastern and Southern Caribbean, international donors and private-sector entities, Washington level technical staff, and Interagency partners across five Embassies; with the end goal of coordinating innovative and responsive USAID programs that attain desired results.

The MES is required to exercise extensive judgment in planning and carrying out tasks, in resolving problems and conflicts, and in taking steps necessary to meet deadlines. S/he contributes to the management of the overall Program Team portfolio. The MES will report to the Supervisory Program Officer.

MAJOR DUTIES AND RESPONSIBILITIES

a. Performance Management Guidance and Learning Systems Development 60%

- (i) Devise and lead the implementation of an overall approach to assess capacity, fill in information gaps and recommend specific improvements for USAID/BEC's monitoring and evaluation system and the setting up of new systems related to learning*

Continuously reviews USAID/BEC's monitoring and evaluation status by assessing available information on the Mission's M&E systems, staff capacity, and the linkages of M&E information to decision-making. Provides recommendations on ways to improve M&E capacity and procedures.

Coordinate closely with Technical Teams, the Senior Program Management Specialist, and relevant support offices on the integration of learning approaches into portfolios.

Advises on and oversees the setting up of an M&E data collection, knowledge management and analysis system in USAID/BEC that promotes better performance management and learning. Explores the feasibility and cost of utilizing Geographic

Information Systems (GIS) technology in a manner that strengthens the Mission's programmatic monitoring, coordination and evaluation. If the use of a GIS system is feasible, the MES will be responsible for maintaining the system.

Provides input to the operationalization of the Mission's Performance Management Mission Order, particularly aspects related to Mission systems on effective performance monitoring which are linked to learning, executed in collaboration with the Senior Program Management Specialist and Technical Teams.

(ii) *Serve as an advisor and mentor to USAID/BEC staff in monitoring and evaluation*

Mentors and helps train incoming Mission staff in regards to USAID performance management policies and procedures.

Coordinates the regular review of progress towards achieving Development Objectives through program reviews, portfolio reviews, or other processes.

Advises and provides technical support to Mission staff to help improve their skills and knowledge in M&E, including information sharing, mentoring, informal training, or workshops.

Identifies training needs and opportunities to provide training for Mission staff and/or implementing partner staff on performance monitoring tools, evaluation methodologies, reporting, and lessons learned in activity and program assessment. As needed, facilitates informal M&E trainings and workshops at USAID/BEC or in the region.

Conducts periodic field visits, in collaboration with Technical Teams, to: monitor the activities of implementing partners; assess data quality; identify and anticipate implementation issues; and work with implementing partners to make the most effective use of available program resources.

(iii) *Propose, design, and conduct studies, strategic analyses, performance and impact evaluations related to USAID/BEC projects, programs and strategy using rigorous data collection and analysis methods*

Analyzes evaluation findings and lessons learned for applicability to mid-course corrections and future programs, and to ensure that these findings are communicated effectively to Mission staff, partners and USAID/Washington. Provides recommendations based on key findings from evaluations and assessments for Mission processes and procedures. Identifies cross-cutting issues and opportunities for coordination and leveraging interventions and results across development objectives.

Assists in preparing scopes of work for assessments and evaluations, participates in contractor selection, reviews evaluation reports and coordinates the process of providing written comments on draft reports to evaluators.

b. Strategy and Project Design Development**25%**

- (i) *Serve as an advisor to the Mission by facilitating evidence-based decision-making which links research and results to strategy*

Advises on the identification of and addressing high-level evaluation questions and impact evaluation opportunities, working with the Program Office and the Technical Teams.

Advises on the drafting and management of a high-level Performance Management Plan and subsequent layers of Performance Management Plans in collaboration with the Program Office and the Technical Teams.

Provides continued analysis and input on the strategy as a living document, further promoting learning and encouraging adaptation of the strategy.

Provides advice to the Mission's senior management regarding monitoring and evaluation issues in order to ensure consistency in approaches across the strategic objectives and to identify the need for special surveys and evaluations.

- (ii) *Advise Technical Teams on M&E plans in project and activity designs*

Ensures implementing partner M&E plans contain a performance monitoring framework with clear-cut goals, outcomes, outputs, inputs, processes, indicators, data needs and sources, and reporting formats for effective monitoring.

In collaboration with the Senior Program Management Specialist, ensures adequate resources are allocated in project and activity designs to conduct robust monitoring and evaluation activities.

c. Learning, Monitoring and Evaluation Documentation and Reporting 15%

- (i) *Propose and Coordinate innovative ways to manage knowledge and use information gathered to more strategically inform decision-making and program development*

Collaborates and coordinates as needed with the Learning, Evaluation & Research Office in the Bureau of Policy, Planning and Learning.

Advises on and oversees the warehousing and analysis of monitoring and evaluation data.

- (ii) *Coordinate with the Development Outreach and Communications Specialist to promote information sharing and learning*

Provides the Development Outreach and Communications Specialist with information related to performance and impact for a variety of internal and external audiences, which will help maximize internal and external learning and contribute to the improved effectiveness of USAID programs in the region.

Engages other development partners who are addressing similar assistance objectives to promote effective knowledge and data sharing and use of information.

REQUIRED/DESIRED QUALIFICATIONS

- a. **Education:** The incumbent must have a Master's Degree or higher in international development, international relations, statistical analysis, or other M&E related field.
- b. **Prior Work Experience:** The position requires a minimum of five years of relevant experience with a proven track record of programmatic accomplishment and professional achievement. Experience with USAID/International development organizations is highly desirable. The incumbent must have a demonstrated practical experience in the following areas: the use and maintenance of M&E research systems; development of program related evaluations and statistical analysis; program or project management experience in a developing country context; and development of program indicators, data collection and analysis, and performance reporting.
- c. **Post Entry Training:** The incumbent will be given training in USAID systems and procedures.
- d. **Language Proficiency:** Level IV, fluent written and oral proficiency in English, is required. S/he must be able to communicate effectively with USAID staff at all levels, technical representatives of beneficiary institutions, and the general public. Incumbent must also be able to communicate effectively and accurately with varying levels within the U.S. Government structure including representatives of other agencies at Post, the Ambassador, and representatives at other U.S. Embassies in the region, as well as USAID-Washington Global Bureaus and Latin America and the Caribbean Bureau and equivalent units in the State Department. The incumbent is required to be able to draft professionally prepared briefing documents, including participation in and leading the drafting of annual technical, programmatic and fiscal reports. The incumbent must also be able to prepare reports, correspondence, and documents in a fully professional and competent manner requiring few or no editorial changes.
- e. **Knowledge:** The incumbent must have a thorough knowledge of research, monitoring, and evaluation in international development and be able to advise on monitoring and evaluating regional development priorities. Exceptional communication and interpersonal skills are critical, and the incumbent must be able to interact with a broad range of internal and external partners. Knowledge of citizen security, climate change, and HIV/AIDS development programs in the Caribbean and knowledge of U.S. government systems, priorities, and business practices are highly desirable.
- f. **Skills and Abilities:** The incumbent must be able to establish, maintain and broaden an extensive range of contacts with senior key officials of government ministries, non-governmental organizations, private sector entities, and other donor agencies. The incumbent must also have a demonstrated ability to exercise his/her responsibilities and plan and execute work assignments independently, be a skilled communicator, be able to work under pressure and produce high-quality results quickly, and be able to predict

issues of concern and interact directly at the highest operational levels of the regional governments. The incumbent must have strong analytical, communication, interpersonal and leadership skills, and the ability to prepare and present factual and interpretative reports covering complex subject matters. The incumbent must be able to function collaboratively and productively as a member of a multi-functional team, and must have the ability to work effectively in a team environment to achieve consensus on policies, activities, and administrative matters.

Excellent command of software programs for e-mail, word processing, spreadsheets, databases, and graphics presentations is highly desirable.

POSITION ELEMENTS

- a. **Supervision Received:** The Monitoring and Evaluation Specialist will work as a full member of USAID/Barbados and Eastern Caribbean Program Team, supervised by the Supervisory Program Officer. General guidance will be provided by the Supervisory Program Officer while Technical Sector teams will provide more task-specific guidance as it relates to particular requests for M&E support. The MES will serve as an in-house consultant for Technical Sector teams although s/he will reside in the Program Office. Annual evaluations of the M&E Specialist work performance will be prepared by the Supervisory Program Officer based on 360 input from Mission Technical Sector teams, partners and customers.
- b. **Available Guidelines:** Available administrative guidelines establish a broad pattern of operation that requires frequent need to exercise judgment and interpretation, and provides an opportunity for initiative and innovation. Relevant guidelines include the USAID Automated Directives System (ADS), USAID Evaluation Policy, the USAID/Barbados and Eastern Caribbean Regional Development Cooperation Strategy, Mission Orders and other directives, and the PEPFAR Caribbean Regional Operational Plan.
- c. **Exercise of Judgment:** The incumbent exercises a high level of independent work. He/she must be able to react to changing priorities in U.S. foreign policy in the Caribbean, and exercise professional judgment regarding their effects on M&E priorities for the region. He/she plays a key role in providing expert advice to the Program Office and the wider Mission for team decision-making on Monitoring, Evaluation, and Learning approaches. The MES will lead the overall concept for and implementation of an action plan which operationalizes M&E into USAID/BEC's core procedures.
- d. **Authority to Make Commitments:** The incumbent has no independent authority to make resource commitments on behalf of the U.S. Government, USAID, or the Program Office.
- e. **Nature, Level and Purpose of Contacts:** The incumbent develops and maintains monitoring and evaluation contacts, including senior professionals and officials, in communities such as the national governments in the Caribbean; regional institutions,

including the OECS Secretariat and the CARICOM Secretariat; other international and multilateral donors such as the UN, World Bank, CIDA and European Union; leaders of non-governmental organizations (NGOs); and representatives of such private sector groups as Chambers of Commerce and local entrepreneurs. He/she may represent USAID at meetings with partners and other donors. The MES must be skillful in establishing rapport with a wide range of development stakeholders in order to ensure the usability of M&E information.

- f. **Supervision Exercised:** The incumbent has no supervisory responsibilities.

Time Required to Perform Full Range of Duties after Entry into the Position: 12 months

Additional Selection Criteria

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

To Apply

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); and
2. A current resume or curriculum vitae
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

Copies of the complete Position Description listing all duties and responsibilities is available in the Bridgetown Human Resources Office. You may submit your application to BridgetownHR@state.gov or to the following mailing address:

***Human Resources Office
U.S. Embassy
Wilkey Business Park
St. Michael BB14006
Telephone: 227-4342
Fax: 227-4048***

ONLY THOSE RESUMES THAT MEET THE MINIMUM REQUIREMENTS WILL BE REVIEWED BY THE SELECTION COMMITTEE.

APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS

July 25, 2014